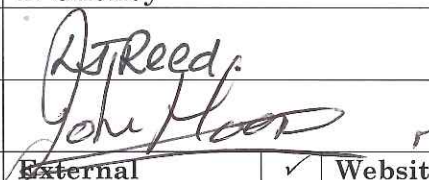




ASHLAWN SCHOOL
'A High Performing Specialist Academy'

**ADMISSION ARRANGEMENTS
 FOR ASHLAWN
 NON-SELECTIVE**

2017-2018

Policy & Procedure Number		AP029			
Date Approved for use by The Governing Body		2 nd December 2015			
Next Review Date		1 st December 2016			
School Link		E Cheney			
Acknowledged & signed by	Headteacher				
Acknowledged & signed by	Chair of Governors				
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Admission to Ashlawn School

1. Ashlawn School is a publicly funded, bilateral, co-educational, secondary academy.
2. Responsibility for the admission of pupils rests with the Academy Trust which will act in accordance with the School Admissions Code 2014 and the School Admission Appeals Code.
3. Ashlawn School admits pupils in consultation with Warwickshire Local Authority and other relevant stakeholders.
4. All applications for places at Ashlawn School will be considered in accordance with the arrangements set out below.
5. Parents considering applying to Ashlawn Selective should first read the Admissions Arrangements for Ashlawn Selective.

Admission to Year 7 in September 2017

Agreed Admission Number

6. Ashlawn School will admit its allocated Published Admission Number (PAN) to Year 7 in 2017-2018. The PAN is 256, of these places, 12% will be allocated to selected students who have successfully completed the 11+ and the remaining places will be available to non 11+ selected students.
7. Up to 10% of the PAN will be offered to those students who received the highest scores in Ashlawn School's Modern Foreign Language (MFL) Aptitude Test.

Application Form

8. Applicants for admissions to Year 7 in 2017-2018 must nominate Ashlawn School on the Common Application Form (CAF) provided by the Local Authority in which they live or by filling out the form on-line.
9. Applicants wishing to apply for a Grammar place must choose Ashlawn Selective on the CAF and complete an application form for the 11+ examination. In addition, we would recommend applicants choosing this route also apply as Ashlawn Non-Selective and take the MFL Aptitude Test.
10. Applicants taking the Ashlawn MFL Aptitude Test must select Ashlawn Non-Selective in order to be considered for a place at Ashlawn School following results of the test.
11. Applicants may choose both Selective and Non-Selective if they wish to do so.
12. The Common Application Form must be completed and returned to the Local Authority (or submitted in on-line) by midnight on the deadline in the LA Admissions Booklet, which for entry in September will be the preceding 31st October 2016.

Late Applications

13. Applications received after the 31st October 2016 but before the 1st February 2017 will only be considered after all on-time applications have been processed.
14. Exceptions to paragraph 13 will only be made if there is written evidence of exceptional medical, pastoral or compassionate grounds for the lateness of the application. Such circumstances will be considered by Ashlawn School alongside consultation with the Local Authority.
15. Applications received after 31st October 2016 but before 1st February 2017 will be classed as late transfers or late preferences, unless evidence is provided of moving into the area by 1st February 2017.

Verification of Information

16. All applicants may be required to produce proof of residence (eg. Council Tax reference number.) The Governing Body reserves the right to seek verification from the Local Authority in which the applicant is resident.
17. False information, or the omission of material information, may result in the place being withdrawn after it has been offered, accepted or taken up.

Offers of Places

18. Offers are made by the child's home authority as per the co-ordinated secondary school scheme with other authorities.
19. Subject to the arrangements of the home authority, parents will be expected to accept the offer within 2 weeks of the offer being made. A further letter reminding parents will be sent to Warwickshire residents before the child is withdrawn from the offer lists.

Appeal Procedure

20. Parents whose applications for places are unsuccessful can appeal against the decision to an Independent Appeal Panel set up in accordance with the statutory provisions in force at the time. The school should be contacted directly for further information about the appeal procedure.
21. The determination of the Appeal Panel is binding to the school.
22. Full details of the procedure will be sent to parents with the decision letter on 1st March 2017.

Waiting List

23. In addition to the right to appeal, all applicants will be placed on the Waiting List. The order of the Waiting List will be determined in accordance with the order determined by the over-subscription criteria. Each added child will require the list to be ranked again in line with the published over subscription criteria.
24. Vacancies arising between 1st March 2017 and 31st December 2017 will, in the first instance, be offered to applicants on the Waiting List. This will be processed by the Local Authority.
25. The Waiting List is only maintained for Year 7 entry and will cease to be maintained after 31st December 2017. After this date, applicants must apply for an In-Year place. This is done through the Local Authority.

Children with Statements of Special Educational Needs or an Education and Health Care Plan

26. Ashlawn School will admit applicants that name Ashlawn School who have a statement of special educational need or an Education and Health Care plan. Such applicants do not form part of Ashlawn School's oversubscription criteria. The number of places that remain for allocation will be reduced by the number of statemented pupils admitted.

Application for Grammar Places

27. All students applying for a grammar place at Ashlawn must successfully complete the 11+ external examinations. The procedures for testing and the process for selection are set out in the document **Ashlawn Selective Admission Arrangements 2017-2018**.

Over-Subscription Criteria for non-selective places

28. If there are more applicants than places, applicants will be offered places in accordance with the following criteria in order of priority:
 - I. Children in the care of, or provided with accommodation by, a local authority, and children who were looked after by a local authority but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
 - II. Where applications are received from twins, triplets or same-year siblings of a child admitted under the schools selective policy within this application cycle.
 - III. Children who have siblings in Ashlawn School at the time the application is made.
 - IV. Children who have successfully completed the Ashlawn MFL Aptitude

Test, up to a maximum of 10% of the total admissions intake for Year 7.

- V. Where the child is the son/daughter of a permanent member of staff at Ashlawn School who has been employed by the Trust for more than two full academic years at the time in which the application for admission is made.
 - VI. After places have been filled under the first five criteria, any remaining places will be offered to those children living within the Priority Area (see Appendix 1).
 - VII. After places have been filled under the first six criteria, any remaining places will be offered to children living outside the priority area.
29. Where there is need to split category IV (above), places will be offered by taking the pupil's standardised score in Part Four of the Ashlawn MFL Aptitude test.
30. Where there is a further need to split any category places will then be offered in accordance with distance between the child's home and school (shortest distance = highest priority). Distance will be calculated by the straight line measurement from the applicant's home address location to the centroid of Ashlawn School. This applies equally to those living inside and outside the county's boundary.

Tie Breaker

31. In the event of two or more applicants tying when any of the admission criteria is applied and after points 29 and 30 have been applied, positions will be determined by random allocation. This random allocation process is administered by Warwickshire County Council Admissions Service.

Sibling Priority

32. "Siblings" mean two or more children who have at least one parent in common and/or who reside in the same home as one another. Where a child has been legally adopted, he or she will be regarded as the sibling of any other children with the same legal guardian, all of whom reside in the same household.

Admission on Aptitude

33. Full details and Terms & Conditions of the Ashlawn MFL Aptitude Test are given on the school website. Applicants should read these conditions and then sign to say they have done so when completing the application form for the Aptitude Test.
34. A maximum of 10% of the total Year 7 intake who have successfully met the requirements of Ashlawn's MFL Aptitude Test will be admitted.
35. Parents and carers who wish their children to be considered for Ashlawn's Modern Foreign Languages place must submit a completed application form by noon on the deadline stated within the terms and conditions and on the school website. This form will be available on the website from 1st June 2016.

36. Applicants who are admitted to the school following results of the Aptitude Test will, unless in exceptional circumstances, study both French and German.
37. The Ashlawn MFL Aptitude Test aims to identify pupils who have an aptitude for learning the subjects covered by Ashlawn's Modern Foreign Languages. No part of the test will be conducted in these subjects and prior knowledge of any modern foreign language is not required.
38. The Ashlawn MFL Aptitude Test will be administered on the morning of Saturday 17th September 2016 and again on the morning of Saturday 24th September 2016 (subject to agreement).
39. An independent observer will be appointed to oversee the marking of the Ashlawn MFL Aptitude Test
40. A pupil whose application has been unsuccessful for a place under the Ashlawn MFL Aptitude Test will be equally considered for a place under the other criteria as set out in paragraph 28.
41. Applicants will be informed of their standardised score in the MFL Aptitude Test in writing before 31st October 2016. Applicants will not be informed by the school as to whether or not they have been offered a place; this will be done by the applicant's Local Authority.

Place of Residence

42. A pupil's permanent address is where the child normally resides/sleeps when they attend school. Addresses involved in child minding arrangements, whether with professional childminders, friends or relatives, are excluded.
43. Proof of residence may be requested at any time throughout the admissions process. If false or misleading information is used to gain entry to Ashlawn School, the offer of a place can be withdrawn. The offer will be re-assessed using the correct information. If the application is still unsuccessful the parent can appeal for a place through the independent Appeals Panel.

In-Year applications

44. Applications for a place in Year 7 that are made after 31st December 2017 will be considered as In-Year applications. These should be made through the applicant's Local Authority.
45. Applicants that were on the Waiting List must make a new application to Ashlawn School should they wish to be considered for a place after 31st December 2017.
46. All applications will be considered using the over-subscription criteria listed above. Should a place be refused, the applicant will have the right to appeal and should contact Ashlawn School for an Appeal Pack.
47. Ashlawn School may refuse admission to applicants who have been permanently excluded from two or more other schools. The ability to refuse admissions runs for a period of two years since the last exclusion. Exclusions which took place before the child concerned reached compulsory school age

do not count for this purpose. Ashlawn School will consult and co-ordinate its arrangements, including the rapid re-integration of children who have been excluded from other schools and who arrive in an area after the normal admissions round, in accordance with the Warwickshire Fair Access Protocols for securing schools for unplaced children.

For Admissions Arrangements for Year 12 please see separate admissions policy.

Appendix 1 – Priority Area

